Backup and Upgrade Directions Version 6.0:

If you have CheckWriter 4.1 or above already and you are upgrading to a new version, **back up** **your database** first. Directions are found here: http://yourfavorite.com/cw60/backup.htm.

Exporting data will not fully maintain your database. Export would require you import and manually map each field to recover your data and is not advised.

To back up your existing 6.0 +database, go to the machine where CheckWriter™ is currently installed and look in:
c:\Program Files\CheckWriter6 -
or on your mapped network drive if you have the Network Edition.

If you have CheckWriter™ 5.3 or prior, your database is located in c:/program files/CheckWriter **not** c:\Program Files\CheckWriter6.

Here you will find the file 'cw50.mdb'. If long file names are turned off on your computer's preferences, you may see the file as "cw50". This is your database file. Be sure your CheckWriter software is closed, then right click on the cw50.mdb file and select copy. Paste this copy to your desktop, or save to removable media.

To import your data into your new 6.xx CheckWriter:

GO TO THE FILE, then IMPORT MENU

This will import a 4.1 through 5.3 database:
- CheckWriter™ 5.xx database with contents
- CheckWriter™ 4.xx database with contents

Please see the reverse side for step-by-step instructions to import your old CheckWriter data into your New CheckWriter 6.xx series software.

[**If you are upgrading from a 6.0 to a different version of 6.0**, simply back up your 6.0 database as shown in the backup directions above, and replace the blank database with your back up once you have installed your upgrade. **With a 6.0 to 6.0 upgrade you must back up your database or it will be overwritten.**]

There are 4 steps involved in importing your CheckWriter 5.x or 4.x data:

1.   Select your file:
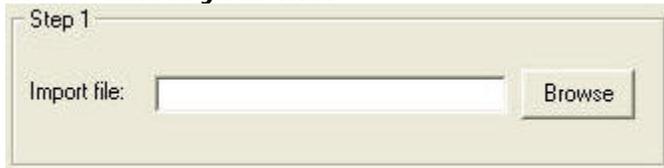
You will select your OLD cw50.mdb file

2.   Choose the delimiter, text qualifier or enter your own, then select if you want to skip the first row upon import [if the first row is the field names]


YOU WILL NOT NEED TO DO THIS - CLICK "Show Columns" and SKIP TO THE NEXT STEP

3.   Choose a pre-made field map for your PRIOR version. Either CheckWriter 4.x or 5.x and CLICK LOAD MAP.
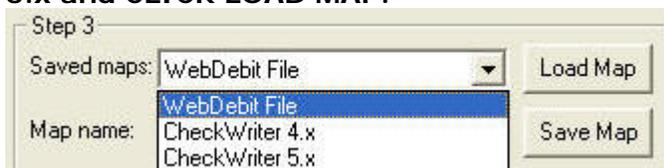
Column	Name	DBColumn
1	"First Name Last Name"	ContactName
2	"Company Name"	CompanyName
3	"Address Line one and	Address
4	"City Name"	City
5	"ST"	State
6	"PostCode"	PostalCode
7	"Pho-nen-umber"	Phone
8	"email@address.com"	Email

If you are upgrading from 4.xx to 5.xx, select to import the CheckWriter 4.x file.

4.   Click Import Data. If you have a large database, be sure to wait for the success message.

If you have a large file, be sure to wait for the success message.
                                   DO NOT CLICK IMPORT DATA MORE THAN ONE TIME.

Once the data is imported successfully, you can start using your new CheckWriter with all the old data.